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ABSTRACT

Discussions of library resources, services and related activities as well as library materials selection and acquisition are provided for faculty to facilitate and enhance their use of the library. Included in the library resources section are books, periodicals, microforms, and special collections and archives. Instruction in library use, computerized literature searches, interlibrary loans, and audiovisual services are among the library services described. The related activities described focus on library publications. Ten appendices include reserve book request forms, senior projects standards and procedures, and floor plans. (RBF)

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LIBRARY HANDBOOK FOR FACULTY

Edited by Angelina Martinez
Assistant Library Director

Preliminary Edition
September 1981

ROBERT E. KENNEDY LIBRARY
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A WORD OF WELCOME

On behalf of the Library staff, I wish to welcome you to the Robert E. Kennedy Library. The Library includes a collection of some two million items that are available for your teaching and research needs. Additionally, there are a number of services that have been designed to facilitate and enhance your use of the Library.

This preliminary edition of the Faculty Handbook describes many of these services plus the resources that are available. Should you have any questions or concerns regarding the Library, please call the appropriate office or Department. It is a pleasure to work with you.

David B. Walch
Director, University Library

INTRODUCTION

The Robert E. Kennedy Library can best be described as a "working" collection and an information procuring service supporting a broad spectrum of academic offerings from the freshman to the master's levels. Historically, the Library's collections have been oriented toward undergraduate level needs and first priority has been given to obtaining current books and periodicals in the English language. The Library cannot aspire to provide a traditionally comprehensive research collection and does not acquire retrospective materials unless they meet a demonstrated curricular or research need.

Long-standing perceptions of library collections and their use have changed drastically during the last decade and academic libraries no longer hold on to the premise that they must stockpile a large proportion of the published literature in order to be effective. The total information resources of the library now include all the collections to which it has access in libraries within the state, across states, and nationally. The Library has become a communications center capable of linking users to large bibliographic data bases and distant collections.

The Cal Poly Library has most of the bibliographic retrieval tools needed to identify and locate the literature in the subject fields covered by the University's curriculum and research interests. The Library's collection of abstracting and indexing periodicals is excellent in science, technology, the humanities and the social sciences. The Library also has access to approximately 150 data bases with close to 50 million records through DIALOG (Lockheed) and MEDLINE (National Library of Medicine) automated retrieval services. Records of the cataloged collections of many of the large libraries in the country are retrievable through OCLC, the largest cataloging data base with over 7 million records.

The Library, therefore, has bibliographic access to most of the material that has been published and, even though it may not be able to supply a particular title from its own collections, it can usually obtain it from another library within a reasonable period of time. With modern methods of information retrieval, the Library is now in a position to lend more than adequate support to all the curricular and research programs of the University.

Because of the decline in purchasing power of library allocations and improvements in methods of reproduction of material and transmittal of information, academic libraries are turning more and more to cooperative programs to improve their resources and services. The Intrasystem Lending and Borrowing Service (ILBS), inaugurated by the Chancellor's Office in 1977, allows for reciprocal borrowing privileges for all faculty and students within the CSUC campus libraries and relaxes the restrictions on interlibrary loans for undergraduate students. Faculty members may borrow materials in person not only from the CSUC libraries but also from most of the libraries of the University of California. Interlibrary loan operations have also been speeded up through the use of the OCLC Interlibrary Loan Subsystem and telefacsimile equipment.

The Library makes use of modern technology to improve its services and work processes, including OCLC for automated cataloging and interlibrary loans and DIALOG and MEDLINE for literature searches. An automated circulation system has been installed and should be in operation within a few months. Plans for automating the Library's materials acquisitions system are presently being considered and the Library plans to replace its present card catalog with an on-line catalog within the next few years. An on-line catalog would allow faculty members to search the Library's catalog from terminals in their offices.

The Library's collections and services are housed in a spacious and pleasant new building that provides a variety of comfortable and attractive environments for study, research, and browsing. The ground floor has a central courtyard and each of the four upper floors has an outdoor terrace overlooking the courtyard. The building has eleven group study rooms, six photoduplication rooms, three typing rooms, and a Faculty Reading Room. It provides space for 2,500 reader stations and 625,000 volumes.

DEVELOPMENT OF LIBRARY COLLECTIONS

Selection of Library Materials

The Library provides the books, periodicals, and non-print materials needed to support the curricular offerings of the University and the research and independent study programs of faculty members and students. In addition, the Library attempts to provide a balanced representative collection of literary works to fulfill the general cultural needs of faculty and students.

Selection Responsibility

Selection of suitable library materials is the joint responsibility of the teaching faculty and the professional librarians working as a coordinated team. Each academic department of the University has one or more Departmental Library Representatives or Contacts appointed to act as liaison persons between the Department and the Library in the book selection process. These departmental contacts work with librarian counterparts responsible for book selection in assigned subject areas. A list of departmental and library contacts is included in this handbook as an insert. Interested and active faculty participation in the book selection process is of critical importance to the Library's collection development program. Such participation makes available the expert knowledge of the subject specialist, which the librarian cannot hope to approximate with respect to the entire range and variety of material he/she must cover. Faculty members are encouraged to survey the Library resources in their subject fields to insure that the materials available are adequate for the courses that they are teaching and their research needs. The librarians assigned book selection responsibilities can work together with the faculty in the evaluation of the collections.

Collection Development Policy

Guidance in the book selection process may be obtained by consulting the Collection Development Policy of the Library. This policy statement is intended as a book selection guide for library acquisitions and includes up-to-date profiles in the subject areas covered by the curricular programs of the University. These profiles attempt to quantify the collecting levels necessary to support these areas. The Collection Development Policy, which is frequently revised and updated, is available from the Acquisitions/Collection Development Department (Room 105) for faculty perusal.

Acquisition of Library Materials

The Acquisitions/Collection Development Department is responsible for the budgeting and purchasing of the books, serials, and periodicals for the general Library collection.

Ordering Information

Faculty members may initiate book, serial, or periodical orders by submitting completed request forms through their Departmental Library Representatives,

the Library Contacts assigned to cover subject specialities, or directly to the Acquisitions/Collection Development Department. If at all possible, request forms should be typed. When the requestor's source of information is an advertisement (publisher's flyer) or catalog, it should accompany the request form since the additional information provided is often used during the order process. The address of a little-known publisher or dealer should be included whenever possible.

Book and Serial/Periodical request forms are available from the Order Section of the Acquisitions/Collection Development Department and can be sent via the campus mail. Appendices A and B include samples of book and periodical/serial request forms.

Approval Plans

Most current books in the Englihs language published in this country are regularly received from a single jobber (Baker and Taylor), including books published by an extensive group of U.S. publishers. The books received under this plan conform to a written profile which is geared to meet the curricular needs of the University and provides coverage in the following subject areas: agriculture, American literature (critical works and biographies), architecture and planning, art (applied), biological sciences, business, chemistry, child development, communication, computer science, crafts, economics, education, engineering, English literature (critical works and biographies), geography, history (U.S., Canada, Mexico, Western Europe, U.S.S.R., China), home economics, journalism, library science, mathematics, music, physical education, physics, political science, psychology, sociology, statistics, and transportation and commerce. All current publications are received under this plan with the exception of those falling into the following categories:

1. Books costing over $50
2. Books in numbered sets--monographic series or serials
3. Textbooks, laboratory manuals, reprints, looseleaf and multi-media formats, directories, programmed materials pamphlets under 48 pages.
4. Fiction
5. Government documents
6. Books published by small associations or other publishers not regularly found in the book trade
7. Books by publishers from which the Library receives standing or blanket orders, such as the National Education Association, American Library Association, Conference Board, etc.

The Library subscribes to another approval plan by which it automatically receives all current English titles published by Springer-Verlag in the subject areas of biology, environmental studies, history of science and technology, psychology, engineering, mathematics, physics, chemistry, ecology, geography and oceanography. Excluded from this plan are the following categories:

1. Books costing over $50
2. Any volume in a numbered series or set after Volume 1 or Number 1

3. Paperback editions

Books received on the approval plans are displayed in the Acquisitions/Collection Development Department for review by faculty members and librarians who determine whether a book should be accepted or rejected. Faculty members are invited to visit the Acquisitions/Collection Development Department (Room 105) to assist in the review of books in their fields.

Requesting Books for Reserve

Requests for books and added copies intended for use in the Reserve Book Room should be sent directly to the Supervisor of the Reserve Book Section (Room 114). The request form should also include the course number and the quarter for which the book is needed. These books should be requested well in advance of their intended reserve use (at least six weeks) to allow sufficient time for the book to be acquired and processed.

Purchase of Textbooks

The University Library does not ordinarily order textbook titles that are assigned by faculty members for their courses. A single copy of a course-assigned textbook may be ordered when the title is to be assigned as collateral reading in another course, or when the title is unique to its field.

Out-of-Print Orders

Titles selected from second-hand dealer's catalogs or out-of-print catalogs should be requested as soon as possible. There is a very poor rate of return for titles ordered from catalogs which have been available for one month or longer. Out-of-print orders are processed on a priority basis. In order to expedite the ordering process, the catalog listing the out-of-print titles should be submitted with the request.

Rush Orders

When materials are needed in a hurry, the requests should be marked 'RUSH'.

Requesting Periodicals and Serials

The Periodical/Serial Subscription Request form should be used when requesting periodical and serial subscriptions. Periodicals and serials require a continuing commitment of Library funds and for this reason each request is thoroughly reviewed by the Acquisitions/Collection Development Department staff and the appropriate Library Contact. Periodical and serial requests should be accompanied by a sample issue. If a sample issue is not available, the requestor should submit advertisements, flyers, brochures, reviews, or other information available on the title.

Requesting Government Documents and Maps

The Government Documents and Maps Department should be contacted for

ordering government publications, including federal, state, county, and city government documents. Requests for government technical reports, including NTIS publications, maps, atlases, and publications from the state agricultural experiment stations and extension services should also be submitted to the Government Documents and Maps Department (Room 312).

Requesting Material for Learning Resources

The Learning Resources and Curriculum Department responds to requests from faculty members for the purchase of audiovisual materials. The Library does not attempt to duplicate the collection of audiovisual materials maintained by the University's Audiovisual Department or purchase materials that are limited to one-time classroom use. The Department obtains materials that may be used by faculty members and students in a variety of learning situations. The Department maintains a collection of audio-visual catalogs which may be borrowed by faculty members to help in the selection of materials. All requests for audiovisual materials, programmed texts, individualized study materials, art prints, pictures, children's books, elementary and secondary textbooks, and other teaching devices should be sent directly to the Learning Resources and Curriculum Department (Room 216).

LIBRARY RESOURCES

On July 1, 1981, the Library collections numbered over two million items, distributed as follows:

Volumes in Book Collection (including bound volumes of periodicals)	601,976
Government Documents	419,717
Microform Units	1,016,807
Audiovisual and Other Materials	72,384
TOTAL	2,110,884

Books

The books in the main collection are arranged in open stacks following the Library of Congress Classification system. Exceptions are the books in the Reserve Book Room and the Special Collections and Archives Department which are kept in closed stack areas. The books and backfiles of periodicals are shelved in the general stacks by Library of Congress classes as follows:

A - F	2nd Floor
G - PM	3rd Floor
PN - R	4th Floor
S - Z	5th Floor

Book collections are also located in the Learning Resources and Curriculum Department (textbooks, children's books, curriculum guides, etc.) and the Reference Department (encyclopedias, dictionaries, handbooks, manuals, directories, indexes, abstracts, yearbooks, etc.).

Books are listed in the main card catalog located on the first floor lobby. The card catalog is divided into three sections: (1) author, (2) title, and (3) subject. The Library uses the subject headings included in the Library of Congress Subject Headings list. This list (on microfiche) is available for consultation near the Information Desk, at the Reference Desk, and other service points in the Library.

Reference Collection

The reference collection contains extensive holdings of encyclopedias, dictionaries, biographical works, guides, yearbooks, manuals, bibliographies, indexes and abstracts and other works designed for quick referral and bibliographic identification. Also included in the reference collection are telephone directories for major cities and state capitals within the U.S., industrial standards and specifications from the major professional and trade associations, manufacturers' catalogs from over 16,000 companies, college and university catalogs from all 50 states, corporate annual reports, computer manuals, etc. Adjacent to the Reference Room is the Bibliographic Room which includes printed catalogs of several outstanding collections, including the catalogs of the British Museum, Bibliotheque Nationale, Library of Congress, National Agriculture Library, University of California at Berkeley, and others.

Periodicals

The Library subscribes to over 3,200 periodical titles. The current issues of periodicals (latest year for bound periodicals, last three years for periodicals on microfilm) and newspapers are located in the Current Periodicals Room on the second floor. Backfiles of periodicals are shelved in the main stacks with the books, with the exception of periodicals on microfilm, which are located in the Microform Room on the first floor.

Current periodicals, which are shelved in a closed stack area, must be paged by an attendant and are restricted to use in the Library building and overnight use. However, faculty members have access to this area for browsing purposes and may check out current periodicals for a 24-hour loan period.

The Public Serials List, which lists all the periodical and serial holdings in the Library is available on microfiche in the Current Periodicals area, near the Information Desk on the first floor lobby and other service points in the Library. This list is arranged alphabetically by main entry (title, author, or sponsoring organization). The call number and starting date and volume (or number) of holdings are given for each entry. The letter "F" indicates the holdings that are available on microfilm.

The indexing and abstracting journals in the Reference Room constitute the main sources for locating periodical articles. The Library has complete files of such important tools as Biological Abstracts, Chemical Abstracts, Engineering Index, Science Citation Index, Sociological Abstracts, Psychological Abstracts, Bibliography of Agriculture, the Wilson indexes, the abstracting services published by the Commonwealth Agricultural Bureaux, and many others. A complete list of indexing and abstracting services in the Library is available for consultation at the Reference Desk on the first floor (Room 111). Recent periodical articles may be found in the Current Contents series which include the following sections: Agricultural, Biological and Environmental Sciences; Engineering, Technology and Applied Sciences; Life Sciences; Physical and Chemical Sciences; and Social and Behavioral Sciences.

A representative collection of current newspapers is available in the Current Periodicals Room. Back issues of important newspapers are retained on microfilm, including the New York Times, The Times (London) San Francisco Chronicle, Los Angeles Times, and others.

The Library also receives close to 3,000 other serials. These are listed in the card catalog and the Public Serials List and are shelved with the books in the general stacks.

Government Documents and Maps

The Library is a selective depository for United States and California State documents. Also included in the government documents collections are the publications of the agricultural experiment stations and extension services for all the states and territories, California city and county documents,

NTIS (National Technical Information Service) publications, Diablo Canyon Nuclear Power Plant documents, the microcard edition of United Nations Official Records, and atlases and maps.

Most governmental publications are not listed in the main card catalog and are retrievable through printed indexes, such as the Monthly Catalog of United States Government Publications and others, also the card catalog available in the Government Documents and Maps Department (Room 312).

Microforms

The Library owns over one million microform units or pieces. The microform collections include backfiles of selected periodicals and newspapers on microfilm, and special subject collections on microfiche, such as the ERIC Microfiche Library, Envirofiche, Human Relations Area Files (HRAF), Library of American Civilization, Newsbank Urban Affairs Library, Physical Education Theses, Visual Search Microfilm (VSMF) for engineers and architects, and others. These collections are located in the Microform Room (Room 111C) on the first floor and are retrievable through special indexes available in the Reference Department.

Some microform items are listed in the main card catalog and are easily identified by the word microfilm, microfiche, or microcard. The Public Serials List, which lists all the periodicals and serials in the Library, indicates which volumes of any title are on microform.

Federal depository and non-depository publications and U.N. Official Records are available on microcard in the Government Documents and Maps Department. Curriculum materials and tests on microfiche are located in the Learning Resources and Curriculum Department and a complete backfile of the Mustang Daily on microfilm is available in the Special Collections and Archives Department (Room 409).

Microform readers are available in all public service areas and coin-operated reader-printers are located in the Microform Room.

Textbooks, Curriculum Guides and Audiovisual Materials

A collection of current elementary and secondary textbooks and curriculum guides is located in the Learning Resources and Curriculum Department on the second floor of the Library. The textbook collection includes titles approved or considered for use in California public schools and the curriculum guides include courses of study, units of work, and other publications which have been produced primarily by school districts and the State Board of Education for use by elementary and secondary school teachers. The Learning Resources and Curriculum Department also houses other collections, including children's books, programmed texts, laboratory manuals, standardized tests, and audiovisual materials (videocassettes, audio cassettes, color slides, sound filmstrips, film loops, multimedia kits, study prints, fine art prints, etc.).

Titles in these collections are listed in a separate card catalog in the Department. Previewing equipment for the use of the audiovisual collection is available in the Multi-Media Room (Room 216).

Special Collections and Archives

The Special Collections and University Archives Department is located on the fourth floor of the Library. The Department serves as a repository for printed books which, because of their value and rarity, must receive special care and preservation. It also contains manuscript material and the University Archives. The Department houses several important collections dealing with subjects such as architecture, fine printing and graphic arts, thoroughbred horses, San Luis Obispo regional history, and English and American poetry. The personal and professional papers of Julia Morgan, one of California's most prominent architects and designer of Hearst Castle, provide an example of the research resources available to Cal Poly faculty and students.

All cataloged books housed in the Department are listed in the main card catalog on the first floor lobby and the Special Collections card catalog. Access to manuscript materials is provided through registers and indexes found in the Department.

The University Archives is the "memory" of Cal Poly and contains records and other materials which document the history, development, and activities of the University from its beginnings in 1903 to the present. The archival materials, which are housed in a special vault, include yearbooks, college catalogs, a complete file of Mustang Daily, campus publications, master's theses, administrative records, publications by Cal Poly faculty and staff, and a photographic collection of over 15,000 images depicting campus activities. Access to the materials in the University Archives is provided through special indexes prepared by the staff of the Department.

Senior Projects

The senior project is a formal report of the results of a study or experiment selected and completed under faculty supervision by each student prior to the receipt of the bachelor's degree. The University Library is the official repository for all senior projects and by the end of June, 1981, the collection included 37,105 individual projects.

Senior projects dated 1968 to the present are located in closed stacks in the Reserve Book Room. Pre-1968 senior projects are housed in a storage area outside the Library. The senior projects received in the Library since the Fall of 1980 are only available on microfiche format.

The senior projects received prior to 1977 are listed in the Senior Project Card Catalog in the Reserve Book Room under author, department and subject. Projects received since 1977 are indexed in a COM (Computer-Output-Microfiche) Catalog under author, department and a KWOC (Keywords-Out-of-Context) subject index.

All new and incoming senior projects are reproduced on microfiche and students are assessed a microfiche fee to pay for the costs of reproduction. The procedures for submitting senior projects to the Library have been incorporated in Appendix H.

Browsing Collection

The Library subscribes to the McNaughton Book Service, which supplies on a lease basis recent books of topical and recreational interest, including many best sellers. This collection includes both fiction and non-fiction titles and is updated monthly through the exchange of 75 newly published titles. The McNaughton Browsing Collection is located on the third floor of the Library across from the public elevators.

Adjacent to the browsing collection on the third floor is the collection of new books added to the Library.

LIBRARY SERVICES

The services provided by the Library are designed to support the University's teaching and research programs. To accomplish this objective, the Library offers a variety of information and loan services and instructional programs.

Circulation Services

The identification card issued to all staff members of the University entitles faculty members to check out library materials and other services.

The normal loan period for books is two weeks. Faculty members, however, may be granted quarter loans when books are needed for instructional purposes or for research. Quarter loans are subject to immediate recall if needed for reserve and will be recalled after the initial two weeks if requested by other borrowers. All quarter loans should be returned or renewed at the end of each quarter and their return is required at the end of the Spring Quarter for annual inventory purposes. There has been increasing student concern regarding the number of books charged to faculty members for extended periods of time so faculty members are urged to return books not in active use in order to make them available to others. All library materials should be returned when planning to be away from campus for extended periods, such as sabbatical leaves or long vacations.

If a book cannot be located on the shelves, it should be searched in the computer printouts located on a table near the Circulation Desk--(1) the Library Circulation File, which lists all the books that are on loan, and (2) the Books in Storage list. These lists are arranged in call number order. If not listed in these, the faculty member should inquire at the Circulation Desk. A "hold" card should be completed and left at this desk for the book to be recalled or searched. The Circulation Section will notify the faculty member when the book is returned or is found.

Faculty members needing current periodicals for class use or research may check up to five periodical issues for a 24-hour period at the Current Periodicals Desk (Room 209) on the second floor. Backfiles, or bound volumes of periodicals, from the general stacks may also be checked out for a 24-hour period at the Circulation Desk on the first floor. Materials from departmental collections, such as Government Documents and Maps, Learning Resources and Curriculum, and Reference are checked out at each Department's own Circulation Desk. Most of these materials are restricted to in-house use or have limited loan periods. The materials in Special Collections and University Archives are for library use only.

Faculty members are held responsible for lost materials and are charged for their replacement costs. Immediate family members (spouses or children) residing in the same domicile as the faculty member, may obtain a user's card from the Library Office (Room 204). This card will grant the holder limited loan privileges.

All questions concerning the circulation of books from the general stack collection, such as overdues, renewals, holds, missing books, etc., should be directed to the Circulation Desk on the first floor lobby.

Reserve Service

The Library's Reserve Book Room, located on the first floor, houses books and other materials set aside for class-assigned readings at the request of faculty members. This service is designed primarily to make a small collection of course-related materials available to large numbers of students through short-term circulations; i.e., two hour, overnight, and two-day loans.

Lists of materials to be placed on reserve should be submitted on the Reserve Book Request form (see Appendix C). This form is sent to all departments for distribution to the faculty well in advance of the beginning of each quarter. Copies are also available in the Reserve Book Room. Complete information including the call numbers of books, should be given. A separate form should be used for each course. The form contains space for the instructor to indicate whether the materials are to be retained on reserve after the current quarter ends, or should be removed from reserve. A "no response" file, including lists of materials not designated for retention or removal by the faculty, is kept for two quarters, at the end of which all materials are cleared from the reserve shelves. The Reserve Book Request forms should be returned to the Reserve Book Room at least two weeks before the beginning of the quarter for materials available in the collections. If a book intended for reserve is not in the Library, it should be ordered at least six weeks in advance. These deadlines are important since time is needed to search for books not in the stacks, recall books from borrowers, order books, process materials for use, and organize the necessary reserve files.

Books and bound volumes of periodicals, from the general stacks and government documents may be placed on reserve in the Reserve Book Room. Personal materials may also be placed on reserve. Reference books and current periodicals are not placed on reserve. When an instructor anticipates heavy use of reference books, he/she should send a list of those materials to the Head of the Reference Department. Textbooks are not automatically placed on reserve unless specifically requested by the instructor. Copyright law prohibits the photoduplication of chapters of books and periodical articles in multiple copies for reserve use.

Reserve materials are housed in closed stacks. Three-ring binders containing Faculty Reserve Book Requests filed alphabetically by instructor's last name provide access to the materials on reserve. These binders are located on a table across from the Reserve Desk. Another file of Reserve Book Requests filed alphabetically by course title and two card files--a title file and a shelflist--are also available for consultation by inquiring at the Reserve Desk.

The Learning Resources and Curriculum Department maintains the Library's Reserve collection of audiovisual materials. Instructors may place library-owned or personal copies of taped class lectures, color slide modules, videocassettes, audiocassettes, and other audiovisual materials on reserve for the use of their students. These reserves are for room use only and may be previewed in the Multi-Media Room (Room 217). Faculty members wishing to place audiovisual materials on reserve should contact the Learning Resources and Curriculum Department.

Reference Services

The main Reference Desk on the first floor provides general and specialized reference service to faculty members and students. The librarians at this desk assist users in the interpretation of the card catalog and other bibliographical tools, such as indexes and abstracts; in the location and use of materials in the general and reference collections; and in making the most efficient use of the resources of the Library. Reference assistance is also available in the following departments: Learning Resources and Curriculum, on the second floor; Government Documents and Maps, on the third floor; and Special Collections and University Archives, on the fourth floor. Staff members in these areas provide personal assistance in the use of their facilities and collections.

Reference librarians are prepared to render the following services:

- Answering informational and directional questions
- Answering reference and research questions
- Providing reader's advisory service
- Assisting faculty members with library assignments, including reading lists for courses
- Preparing bibliographic guides or pathfinders for use in faculty and student research projects
- Supplying information on the Library collection's strengths and weaknesses
- Scheduling individual consultations to faculty and students involved in research

A service that can be of special value to faculty members is assistance with bibliographical problems. Librarians, who have specialized training in bibliography, are familiar with various types of publications and are constantly surveying information about newly published materials.

The reference staff is eager to coordinate its services with the instructional program of the University and to provide materials and services to assist faculty and students in implementing and supplementing classroom instruction. In providing reference assistance, librarians need to be kept informed of course reading assignments in order to assist students more effectively. For this reason, faculty members are encouraged to provide the main Reference Department, or other appropriate department, with copies of reading assignments each quarter. Other reference services provided by the professional staff are discussed in the following sections.

Instruction in Library Use

Many students arrive at Cal Poly unprepared to make effective use of the resources of the Library. They are unaware of the variety of reference and other information sources and are intimidated by the extensive collections and retrieval tools available in the Library. Librarians share with faculty a concern for developing students' skills in the use of information sources and have designed a user education program to help students to become more effective and independent in the use of the Library's resources. The Library's instruction program comprises the following activities:

- General orientation tours for new students. These tours are designed to familiarize students with the physical layout of the Library and to make them aware of the many services available. These tours are offered at the beginning of each quarter or may be conducted at the request of faculty members.

- Course-related lecture/tours conducted at the request of faculty members. These are tailored to the needs of the class or seminar groups and include pertinent information sources and search strategies.

- Beginning library use course, Library 101. This is a one-unit course which is offered in the Fall, Winter, and Spring Quarters and offers instruction in the use of the card catalog, reference books, periodical indexes, government documents, and other materials.

- Course on sources of information in major subject fields, Library 301. This is a one-unit course which is usually offered during the Winter and Spring Quarters. So far it has included courses on the literature of science, technology and agriculture; business and economics; and legal sources.

- Senior Project Clinics for students preparing to start work on their senior projects. These clinics include discussion of sources, search strategies, and style manuals for specific subject areas. General guidelines on topic selection and senior project preparation are also covered.

- Seminars for graduate students. These seminars discuss the more specialized sources of information in various subject fields, including guides to the literature and data base searches. Also covered are such topics as review of the literature, documentation in theses and copyright protection.

Faculty members are encouraged to take advantage of the course-related lecture/tours and are urged to advise their students to participate in other library instructional activities, including enrollment in Library 101 and Library 301. Class orientations can be arranged by calling the Coordinator of Library Orientations in the Reference Department, extension 2649. Requests should be made at least a week in advance to allow librarians time to gather the necessary materials and prepare the oral presentations to the groups.

Each Library department provides orientations to its collections and research materials. Faculty members may request such library instruction sessions by contacting the department concerned. Faculty seminars are also arranged on a regular basis. During these seminars, librarians meet with faculty members from individual schools to discuss library services, bibliographic resources in their fields, including computerized databases, and other faculty concerns. Information on these seminars may be obtained by contacting the Assistant Director responsible for library orientation programs, extension 2344. Other instructional projects involve the integration of Library instruction into ongoing academic courses. Librarians and faculty members have already started to develop this concept in relation to one or two courses.

Computerized Literature Searches

Computerized literature searches are undertaken through the online services provided by DIALOG and MEDLINE. Many of the data bases in these services are computer-readable equivalents of indexing and abstracting publications available in printed form in the Library. Besides saving time, computer searching has several advantages over manual searching, including the fact that it allows the linking or coordination of subject terms thus enabling the searcher to narrow the scope of the search and increase the relevance of the end result. The end result of a search is a bibliography with citations and sometimes abstracts on the subject(s) queried. In addition, online searching is more thorough and current since many indexing and abstracting services are available in machine-readable form several weeks before publication. The bibliography or list of references generated by the computer can be printed online or offline. Because of the high cost of computer connect time, it is preferable to have the bibliography printed offline. There is usually a three- to four-day waiting period between the time the computer search is made and the receipt of the offline printed bibliography.

Computer searches are done by librarians who are trained in computer searching techniques and are familiar with the printed equivalents of the data bases. A faculty member interested in a computer search should obtain a Computer-Based Search Request Form from the Automated Retrieval and Interlibrary Loan Department on the first floor of the Library (see Appendix D). The name of the searcher librarian will be given to him/her at that time. This librarian will help fill out the request form and will undertake the search.

The cost of computerized searches is based on actual online computer time, including telecommunication costs, and the cost of offline printing. Rates depend on the data base used, and except for a few special purpose files, the rates range from $25 to $300 per hour. In addition to the direct costs of a search, individuals not identified with the University must pay an additional service charge. A faculty member may obtain approval from his/her department head to charge the direct costs of his/her search to the department. In such cases, the search request form must indicate the maximum charges allowed by the department and the department's account number. The department head must authorize the search with his signature. Searches may also be charged to research grant funds, if appropriate.

Interlibrary Loans

The Interlibrary Loan service makes possible for the Library to obtain materials not available in its collections for the use of both faculty and students engaged in research and serious study. Materials available through interlibrary loan include books, periodical articles, government documents, master's theses, and some microforms. The Library cannot borrow materials already in its collections, even when they are unavailable because they are checked out or are temporarily off the shelves. As a rule, libraries do not lend inexpensive items that can be easily purchased, books in print, rare and costly materials, doctoral dissertations, genealogical materials, reference works, and materials on reserve. Journal articles are usually supplied as photocopies. Most books are loaned for two weeks.

Instructor's Name_____ Cont'd page____

Course Number_____

Call Number	Author	Title	Copies

APPENDIX D

Cal Poly University Library
Automated Retrieval Service

COMPUTER-BASED SEARCH REQUEST FORM

GENERAL INFORMATION

Name:_____
(last) (first) middle initial)

Address:_____

Telephone:_____ Hours:_____

Department or major:_____

Faculty_____ Staff_____ Graduate_____ Undergraduate_____ Other_____

Social Security Number:_____ New user_____ Repeat user_____

SEARCH TOPIC: Describe your question in detail. Underline key words and define any terms that have special meaning to the topic. Attach an additional sheet if more space is needed.

SAMPLE QUERY STATEMENT - I need to know about the honeybee dance language controversy with research papers written to support or dispute the work of Karl von Frisch. Some research terms are honeybee behavior, communication, foraging, orientation, and habits.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

List printed bibliographies, abstracts and indexes you have already searched_____

_____

_____

Please state the purpose of the search (i.e., thesis, senior project, research, etc.)

_____

LANGUAGE RESTRICTIONS:

( ) None
( ) English only
( ) Other_____

DATE RESTRICTIONS:

( ) None
( ) _____ to date
( ) _____ to _____

COST LIMITATION: ( ) Subsidy only. ( ) I will pay $_____ of my own money.

NAME

Date requested

Run

Rec'd

Requests for interlibrary loans must be submitted on Interlibrary Loan Request forms (one for books and one for periodicals) provided by the Automated Retrieval and Interlibrary Loan Department (see Appendices E, F). In order to expedite the service, complete and accurate bibliographic information must be provided, including the source of the citation. The copyright disclaimer on the reverse of the form must also be signed (see Appendix G).

An interlibrary loan may take from ten days to several weeks, depending on the accuracy of the bibliographical information on the request form (it has to be verified), the response of the lending library, and delivery time. Faculty members are notified by mail or telephone as soon as the requested books or hard copies of materials are received. Photocopies of articles are mailed to the requestor as soon as they are received.

Interlibrary loan materials should be returned to the office of the Automated Retrieval and Interlibrary Loan Department Monday through Friday from 7:30 a.m. to 5 p.m. After 5 p.m., and on weekends, they should be returned to the Reference Department on the first floor. Faculty members are requested not to return interlibrary loan materials via campus mail or book drops.

Audiovisual Services

Faculty members and students may take advantage of the Audiovisual Viewing and Listening Center located in the Learning Resources and Curriculum Department of the Library. The distribution center may be used for previewing videocassettes singly or in small groups. For large groups, the use of the system may be reserved by calling the Department (extension 2273) at least three days in advance of the intended screening in order to allow time to reserve a room. The title of the film and the size of the group must be indicated at the same time. Small groups may be accommodated at any time during regular library hours. The Library has the capability to project both 3/4" U-Matic or VHS formats.

The Learning Resources and Curriculum Department has available a variety of audiovisual equipment and software for instructional purposes. Fifty LEM study carrels provide modern and varied previewing facilities.

Copying Facilities

Coin-operated photocopy machines are available on all floors of the Library. A Xerox 4000 copier, located in Room 311, is dedicated to faculty use but faculty members must bring an auditron device from their departments in order to use it. Coin-operated reader-printers are available in the Microform Room (Room 111C) for the reproduction of materials from microfilm and microfiche. A high speed cassette duplicator is available in the Learning Resources and Curriculum Department for the duplication of Library-owned cassettes. Change machines are available on the first floor lobby and the Reserve Book Room.

RELATED ACTIVITIES

Library Publications

The Library puts out several publications intended to keep users informed of its holdings, facilities, and services.

Library Information Guides

The Library Information Guides, which are located on the lobbies of the first and second floors, describe a variety of library services and collections. General information guides, include basic Library information, as contained in the General Information Guide, the Floor Plan Guide, and the guides to the card catalog and the Library of Congress Classification System. Departmental Guides are available for individual public service departments, such as Automated Retrieval and Interlibrary Loan, Government Documents and Maps, Learning Resources and Curriculum, Reference, and Special Collections and University Archives. Subject Guides include basic sources on specific subjects and are available in such subjects as art, biology, chemistry, education, engineering, ornamental horticulture, architecture, political science, graphic communications, law, and psychology. Guides to different types of published materials are also available, including guides on indexes and abstracts, encyclopedias and handbooks, periodicals, newspapers, maps, microforms, etc. Guides to specific collections include guides to the Human Relations Area Files, Microbook Library of American Civilizations, and Newsbank.

Bibliography Series

The following bibliographies have been published in this numbered series:

1. Collective Bargaining
2. Sex Stereotyping in Children's Literature
3. The Presidency of Andrew Jackson, 1829-1841
4. Call for a Constitutional Convention
5. Vitamin C
6. Stress

Library Update

This news bulletin is intended to keep faculty members and administrators informed of new Library developments, resources, services and programs. It is published in October, February and April.

Other Publications

Handbooks of various kinds are also occasionally published by the Library. The following two recent publications are available at the El Corral Bookstore:

Basic Library Information Services and Strategies. (Handbook for Library 101)

Literature Searching in Science, Technology and Agriculture. (Handbook for Library 301)

Some Library Departments put out lists of materials and other special leaflets to alert users to their unique collections and how to use them.

Library Associates

The Library Associates is an organization of campus and community friends of the Cal Poly Library founded two years ago and presently comprising over two hundred members. The main purpose of the Associates is to promote the growth and development of the University Library and stimulate interest in the enrichment and use of its collections.

The Associates sponsors talks on book collecting, fine printing, San Luis Obispo history, and other book-related topics; exhibitions; banquets with keynote speakers; and book sales. Money generated from fund-raising efforts like the booksale have been used to purchase materials for the Library, such as the Wreden Collection of San Luis Obispo County History and the drawing table that once belonged to California architect Julia Morgan. Membership is open to all, including University faculty, staff, students, and members of the community. Annual dues start at $15. Information about membership categories and dues may be obtained by calling 546-2305.

Books at High Noon

Books at High Noon is an outreach program of the Cal Poly Library and is conducted in cooperation with the University faculty and staff. The main purpose of the program is to publicize books and create an awareness of the collections in the Library.

With the exception of the Summer Quarter, the Library sponsors six programs each quarter which are held on Tuesday during the noon hour at the Staff Dining Room. A book review of a notable book is given by a faculty or staff member or a distinguished visitor.

APPENDIX A

Book Request Form

AUTHOR, SURNAME FIRST

(1) SMITH, ROBERT J

TITLE, EDITION, VOL. NO., NO. OF VOLS.

(2) HISTORY OF OLD CALIFORNIA. REV ED. VOL 1

PUBLISHER, ADDRESS

(3) SCRIBNER

ISBN NUMBER (4)	LC CARD NUMBER	PUB DATE	NO. COPIES	LIST PRICE
0-387-90532-4	(5) 79-42615	(6) 1978	(7) 1	(8) 29.95

REQUESTOR-DEPARTMENT	SOURCE/NOTES
(9) Stone--SocS	(10) PUB FLYER
MESSAGES	

P.O. NUMBER	DATE	VENDOR	FUND NO.	REQ RECEIVED

(1) Author's full name, last name first.

(2) Complete title of book. Edition other than first. Volume number or number of volumes.

(3) Publisher. Include address of obscure publishers, if known.

(4) ISBN number, if known.

(5) Library of Congress card number, if known.

(6) Publication date.

(7) Number of copies needed (multiple copies subject to Library approval).

(8) List price.

(9) Requestor's name--department.

(10) Source of information when not submitted with the order request form and miscellaneous notes. Additional space located at the lower right corner on reverse of card.

APPENDIX B

Periodical/Serial Request Form

Cal Poly Library - Periodical/Serial Subscription Request

Title (1) JOURNAL OF ACCOUNTANCY

Requested - Date (4) 8-31-81

Requestor (5) ZENITRAM

Publisher (2) AMERICAN INSTITUTE OF CPA'S

Dept. (6) ACCOUNTING

Address (3) 1211 AVE. OF THE AMERICAS
NEW YORK, N.Y. 10036

Frequency (7) MONTHLY Cost (8) $15.00

Value of this title to your Dept./courses of instruction: (9)

Of value to beginning and intermediate courses in accounting. Will be assigned reading to students in ACTG. 131, 132, 221, 222, 321, 322.

Other periodicals/serials in library collection covering this field: (10)

ACCOUNTANT'S DIGEST, ACCOUNTING REVIEW

PLEASE ATTACH A SAMPLE COPY TO THIS REQUEST IF AVAILABLE. A SAMPLE COPY OF THE REQUESTED PERIODICAL IS NECESSARY BEFORE THE TITLE CAN BE CONSIDERED.

Approval required by the following:

Requestor: (11)

Dept. Library Repres.: (13)

Dept. (12) ACCOUNTING DEPARTMENT

Dept. Head: (14)

(1) Title of periodical or serial

(2) Publisher

(3) Address of publisher

(4) Date request was submitted

(5) Requestor's name

(6) Department

(7) Frequency of publication

(8) Subscription cost

(9) Justification

(10) Titles of other periodicals and serials on subject in Library

(11) Signature of requestor

(12) Department

(13) Signature of Departmental Library Representative

(14) Signature of Department Head

APPENDIX C

KENNEDY LIBRARY
CALIFORNIA POLYTECHNIC STATE UNIVERSITY

RESERVE BOOK REQUEST

Date _____ _____ Quarter

_____ _____
Instructor's Name Department

_____
Course Prefix, Number and Title Expected Class Size

INSTRUCTIONS:

1. A separate sheet is needed for each course, unless the same list applies to more than one course.
2. Call numbers are necessary to reserve library copies. Submit books when available with this form to expedite processing.
3. Personal copies may also be placed on RESERVE.
4. Allow two weeks processing period or confer with RESERVE staff.
5. Please return completed list and items to:
   RESERVE SECTION, Room 114 (ext. 2415)

The LOAN PERIOD for students should be: Two-hours_____ OR Two-day____

SHOULD THESE ITEMS BE REMOVED/RETURNED AFTER THIS QUARTER ENDS? yes ☐
Otherwise, RESERVE will retain the current list and material until notified.

Call Number	Author	Title	Copies

-22- (Use reverse side if nesessary)

PAYMENT:

I plan to pay by: _____cash _____check _____grant _____departmental charge.

For departmental charge: Total charges to department not to exceed:_____

Dept. account #_____ Dept. Head Approval_____
(signature)

AUTHORIZATION FOR SEARCH:

I hereby authorize the University Library to perform on-line search(es) specified on this form, and agree to pay the charges incurred for computer time, telecommunications, printing, and service fee (if applicable).

_____
(signature)

FOR LIBRARY USE ONLY

PRE-TERMINAL:

Interview: Date_____ Time spent_____(minutes)

Search preparation: Date_____ Time spent_____(minutes)

TOTAL_____(minutes)

AT TERMINAL:

Date_____ Time on_____ Time off_____

Date_____ Time on_____ Time off_____

TOTAL_____(minutes)

Telephone charges_____

POST TERMINAL:

	1	2	3	4	5	6
Database(s)						
Offline citations						
Print costs						
Connect costs						
Total costs per base						

TOTAL_____

Total patron search cost: _____

Subsidy, if applicable: _____

Off-campus user fee: _____

TOTAL COST TO PATRON: _____

COMMENTS:

Number of searches_____

Sequence number_____

Searcher's Name_____

APPENDIX E

Interlibrary Loan Request

(Book or Thesis)

(Please Print)

Cal Poly Library
INTERLIBRARY LOAN REQUEST

Book or Thesis Date_____

Author_____

Title_____

_____

Book: Publisher_____ Place_____ Date_____

Thesis: University_____ Degree_____ Date_____

Title mentioned in_____
(Please give author, title, volume, year, abstract #, etc.)

Your Name_____ Department_____ Phone_____

Address_____ Home phone_____

Status: Faculty____ Graduate____ Undergraduate____ Other_____

Cannot use after_____ (Requests are filled as soon as possible.)
(date)

==========

FOR LIBRARY USE: SLO___ BIP___ NUC___ Other_____ LCCN_____

Verified in_____

Locations_____

(Over)

U / F G U LS O/ CSUC UC CSL LN OS OC/ O P M O/ M P T G R O

APPENDIX F

Interlibrary Loan Request

(Periodical or Serial)

(Please Print)

Cal Poly Library
INTERLIBRARY LOAN REQUEST

Periodical or Serial

Date_____

Periodical Title_____

_____

Volume_____No._____Pages_____Date_____

Author of article_____

Title of article_____

_____

Article mentioned in_____
(Please give author, title, volume, year, page, abstract #, etc.)

Your Name_____Department_____Phone_____

Address_____Home Phone_____

Status: Faculty____Graduate____Undergraduate____Other_____

Cannot use after_____ (Requests are filled as soon as possible.)
(date)

==========

FOR LIBRARY USE: SLO____ULRICHS____ULS/NST____CSUC____UCULS____ OCLC_____

Abstracts searched_____
Verified in_____
Locations_____

(Over)

U / F G U LS O/ CSUC UC CSL LN OS OC/ C P M O/ M P T G R O

APPENDIX G

WARNING CONCERNING COPYRIGHT RESTRICTIONS

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Date_____ _____

Signature

APPENDIX H

Senior Projects

In June, 1981, President Warren J. Baker, with the endorsement of the Academic Council, approved the following addition to the Campus Administrative Manual 412:

412.4 Library Copy

A. One copy of each Senior Project will be sent by the Academic Department to the University Library where it will be copied on microfiche. A microfiche copy of the project will become part of the Library's collection where it will be available for public use. One copy of each microfiche project will also be deposited in the University Archives.

B. Each student is required to pay a fee for copying his/her Senior Project on microfiche.

C. After being copied on microfiche, the original project will be returned to the academic department of its origin. Non-print media (slides, audio/video, tapes), however, comprising all or part of a project will be permanently retained in the Library collection.

D. All projects submitted to the Library will follow a standardized format for title page, approval page, and abstract. Details of this format are found in STANDARDS AND PROCEDURES FOR SUBMITTING SENIOR PROJECTS TO THE LIBRARY, available from the University Archives in the Library.

The attached STANDARDS AND PROCEDURES FOR SUBMITTING SENIOR PROJECTS TO THE LIBRARY are in compliance with the above CAM statement. These procedures supersede all previously issued procedures regarding the submission of Senior Projects to the Library. Projects received in variance with the standard format for title page and approval page may not be accepted. An abstract, although recommended, may or may not be included in the Project at the discretion of the department.

All questions regarding Senior Projects and the Procedures should be directed to the University Archives--Library, extension 2305.

APPENDIX H (2)

Standards and Procedures for Submitting

Senior Projects to the Library

STANDARD FORMAT FOR SUBMITTING OF PROJECT

1. TITLE PAGE: this should be the first page of the Senior Project, and should include:

    a. title of project
    b. name of author or authors
    c. name of department in full
    d. name of school
    e. date

    See Appendix H (4).

2. APPROVAL PAGE: this should be separate from, and follow, the title page. No grade or faculty comments should appear on this page or anywhere on the project. The approval page must be signed by the faculty advisor. The department head's signature may or may not be required by the Department. See Appendix H (5).

3. BINDING: project should NOT be placed in a binder but should be submitted unbound, as loose pages.

4. PAGE SIZE: 8½" x 11" is preferred; however, diagrams up to 11" x 17" should be placed at the end of the project, where they will be specially processed and microfiched.

5. NON-PRINT MATERIALS: photographs pasted on pages can be microfiched with no problem, but will appear in black and white on the microfiche. Slides, cassettes, videotapes, and other non-print formats will be cataloged and placed in the Learning Resources and Curriculum Department of the Library. These cannot be returned.

6. ORIGINAL OR PHOTOCOPY?: the original is preferred for clarity of microfiching, a clear photocopy, however, is acceptable.

APPENDIX H (3)

Submitting Senior Project to Library

1. CASHIER'S RECEIPT: student goes to the cashier's window at 131E Administration Building and pays the microfiche fee. He/she clips the white copy of the cashier's receipt to the Senior Project.

2. SENIOR PROJECT REQUIREMENT FORM: student obtains this form from the department office. He/she types the required information on the form and attaches the form to the Senior Project (see Appendix H (6).

3. SIGNATURES: student requests faculty advisor to sign:

    a. Senior Project Requirement form
    b. approval page

4. DELIVERY TO DEPARTMENT OFFICE: student or advisor delivers to Department:

    a. Senior Project
    b. Cashier's Receipt (white copy)
    c. Senior Project Requirement form

5. DELIVERY TO LIBRARY: the department sends the project to the Library. The project, cashier's receipt, and the library copies of the Senior Project Requirement form should be placed in a plain manila envelope, 10" x 12", and addressed: LIBRARY-SENIOR PROJECT.

6. RETURN OF THE PROJECT: the Library returns the project to the Department approximately eight weeks after its receipt from the Department. Non-print materials are kept in the Library. The Project on microfiche is cataloged and kept in the Reserve Book Room of the Library for public use.

If you have any questions, you should call the University Archives at extension 2305 for assistance.

APPENDIX H (4)

S A M P L E

CHARACTERISTICS OF FIRE-INDUCED PLANTS AS STUDIED ON THE CACHUMA BURN

by

Karen Doe

Natural Resources Management Department

California Polytechnic State University

San Luis Obispo

1978

APPENDIX H (5)

S A M P L E

APPROVAL PAGE

TITLE : Characteristics of Fire-Induced Plants as Studied on the Cachuma Burn

AUTHOR : Karen Doe

DATE SUBMITTED: June 1978

John Smith
Senior Project Advisor

Signature

Robert Johnson
Department Head

Signature

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO, CA 93407

Senior Project Requirement Form

INSTRUCTIONS

1. Please type.
2. List all student authors of project.
3. Give full name of department and major.
4. Obtain approval signature of Senior Project Advisor.
5. Copies of this form to be distributed by the department office as follows; White, blue, green, *Library*; Yellow, *Faculty Advisor*; Pink, *Department Head*; Gold, *Student*.
6. Attach cashier's receipt to white, blue, and green, and send in manila envelope to: *Library-- Senior Project*

Student (s) Name (s) Department

080 Last First *090*

Major

Senior Project Title No. of Pages

060

SENIOR PROJECT ADVISOR APPROVAL

The attached Senior Project has been reviewed by me and meets the requirements established by the department. All required signatures appear on the approved copy. The cashier's receipt for the microfiche fee is attached.

Senior Project Advisor:

Typed Name Signature Date

FOR LIBRARY USE ONLY

TYPE New – N Revision -- R Deletion -- D

Call No.	Tag	Type	Date	Collation
	010			
Note Area	050			
Empty Field	070+			

6/81

APPENDIX I

Library Directory

	Room No.	Telephone Extension No.
Abstracts and Indexes	111	2649
Acquisitions and Collection Development Department	105	2250
Archives	409	2305
Audiovisual Materials	216	2273
Automated Retrieval and Interlibrary Loan	112	1222
Books at High Noon	204	2344
Books on Approval	105	2250
Browsing Collection (Books)	Third Floor	
Browsing Collection (Periodicals and Newspapers)	Second Floor	
Card Catalog	Main Lobby	
Cataloging Department	103	2389
Circulation Desk	101	2029
Computer Terminals	114	
Computerized Literature Searches	112	1222
Current Periodicals	209	2276
Faculty Reading Room	510	
Government Documents and Maps Department	312	1364
Group Study Rooms	205, 206, 208 301, 302, 303 410, 411, 412, 413	
Indexes and Abstracts	111	2649
Information Desk	Main Lobby	
Instructional Materials Display Center	216	2273
Interlibrary Loan	112	1222
Learning Resources and Curriculum Department	216	2273
Library Administration	204	2344
Director	204A	2344
Assistant Directors	204B, 204C	2344
Library Associates	409	2305
Library Orientations, Coordinator	111	2649
Library Publications	204	2344
Loan Services Department	101	2029
McNaughton Collection	Third Floor	
Main Card Catalog	Main Lobby	
Maps	312	1364
Microforms Room (Government Documents)	314	1364
Microforms Room (Reference)	111C	2649
Multi-Media Room	217	2273

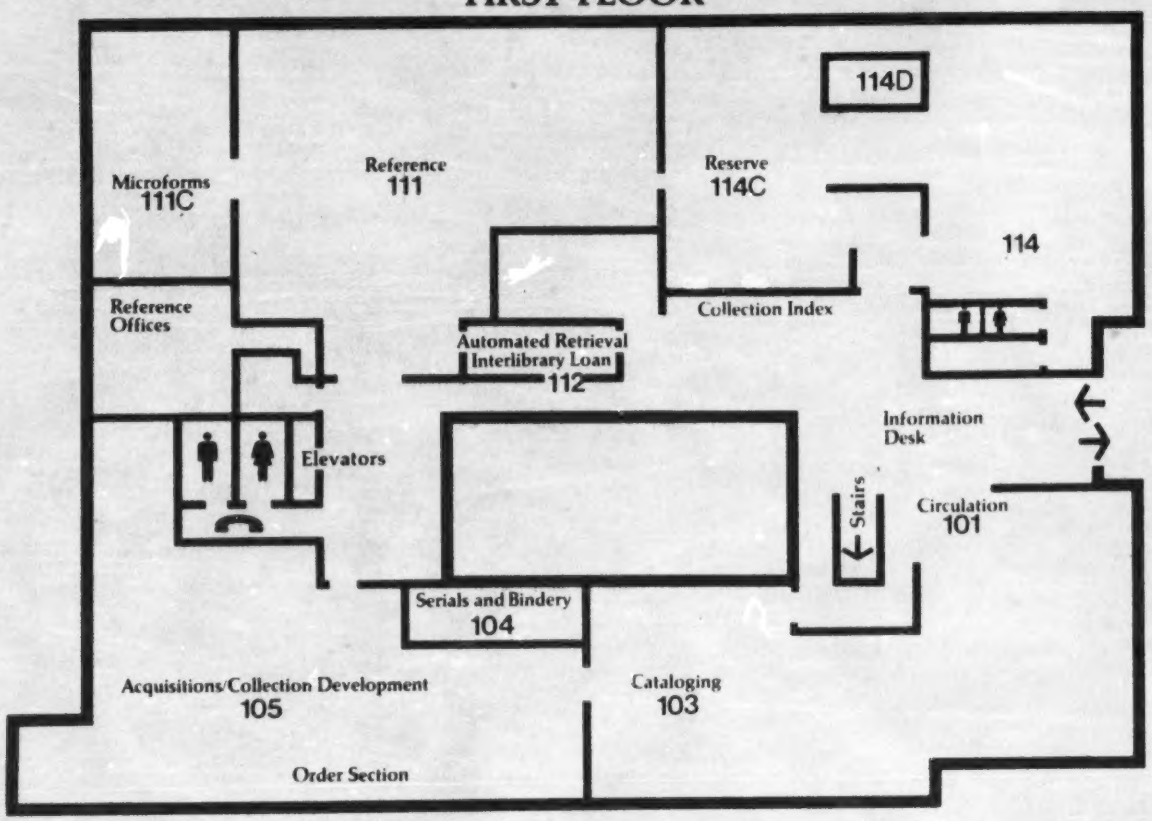
APPENDIX I (2)

New Books	Third Floor	
Norman D. Alexander Memorial Reading Room	409	2305
Order Section	105	2535
Periodicals, Current	209	2276
Photoduplication Equipment	113, 114D 215, 311, 408, 502	
Quiet Study Room	401	
Reference Department	111	2649
Reserve Book Room	114	2415
Serials Section	104	2403
Special Collections and Archives Department	409	2305
Typing Rooms	111D, 304, 501	

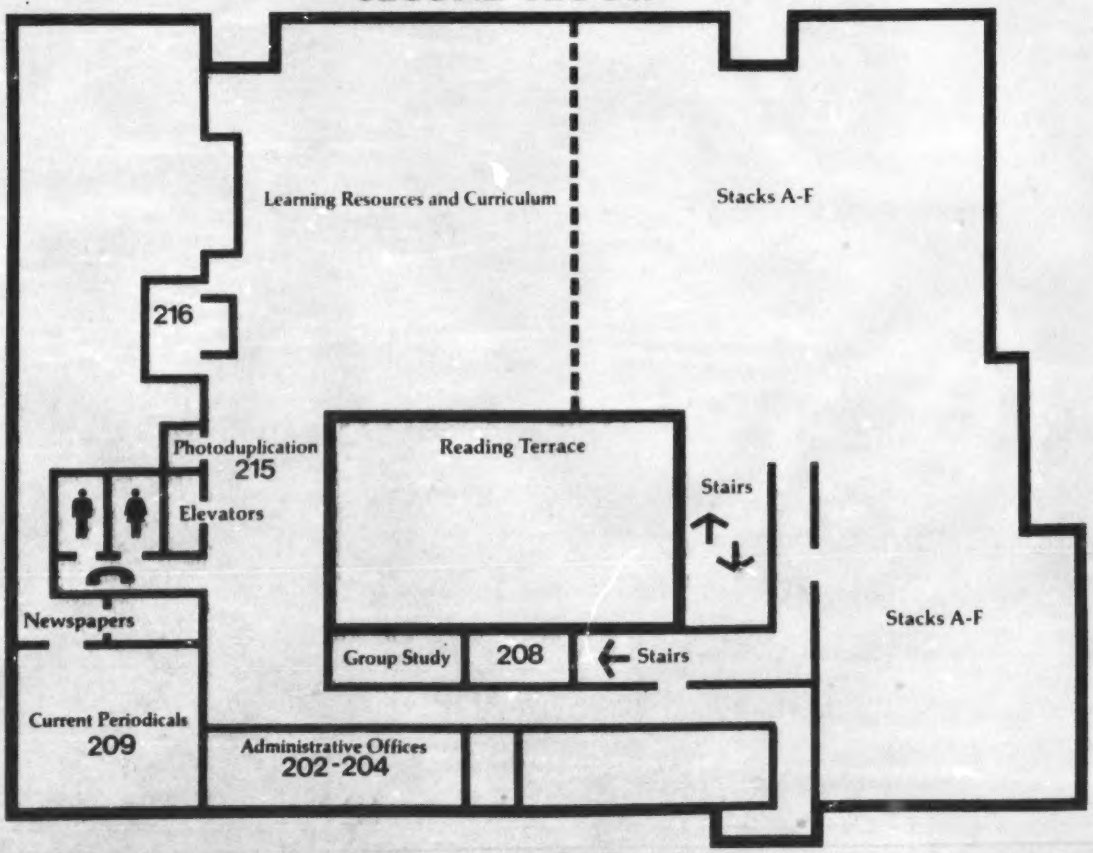
APPENDIX J

Library Floor Plans

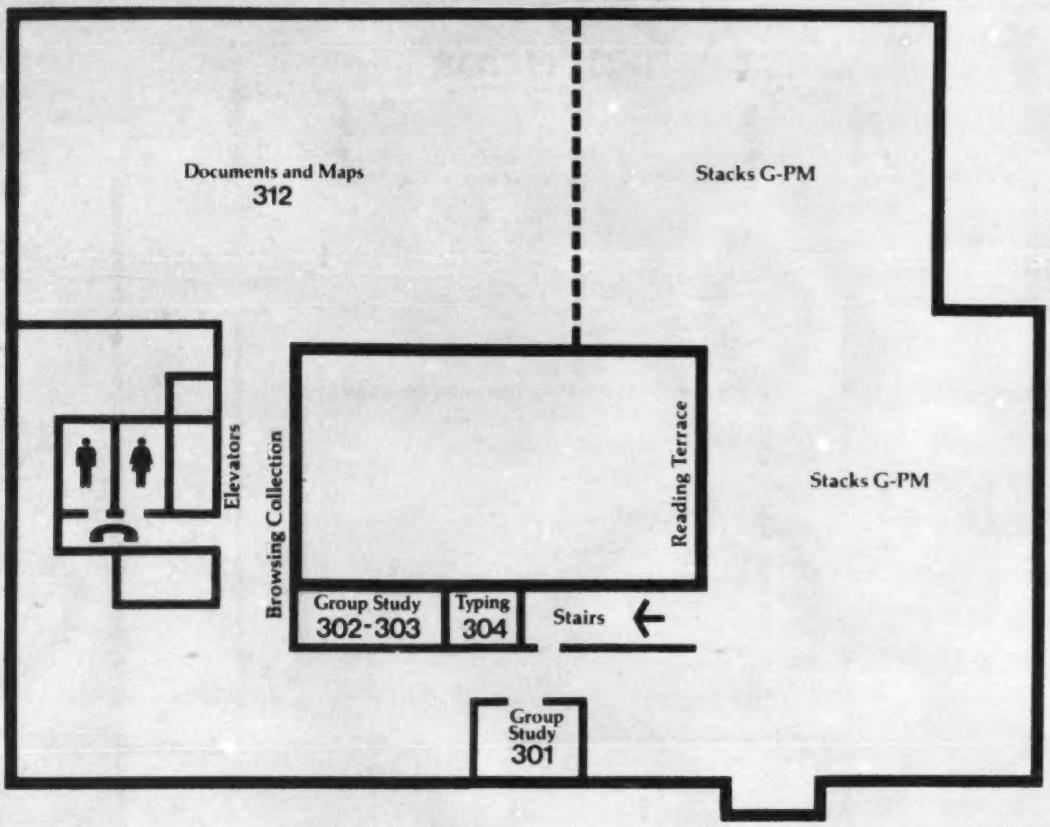
FIRST FLOOR



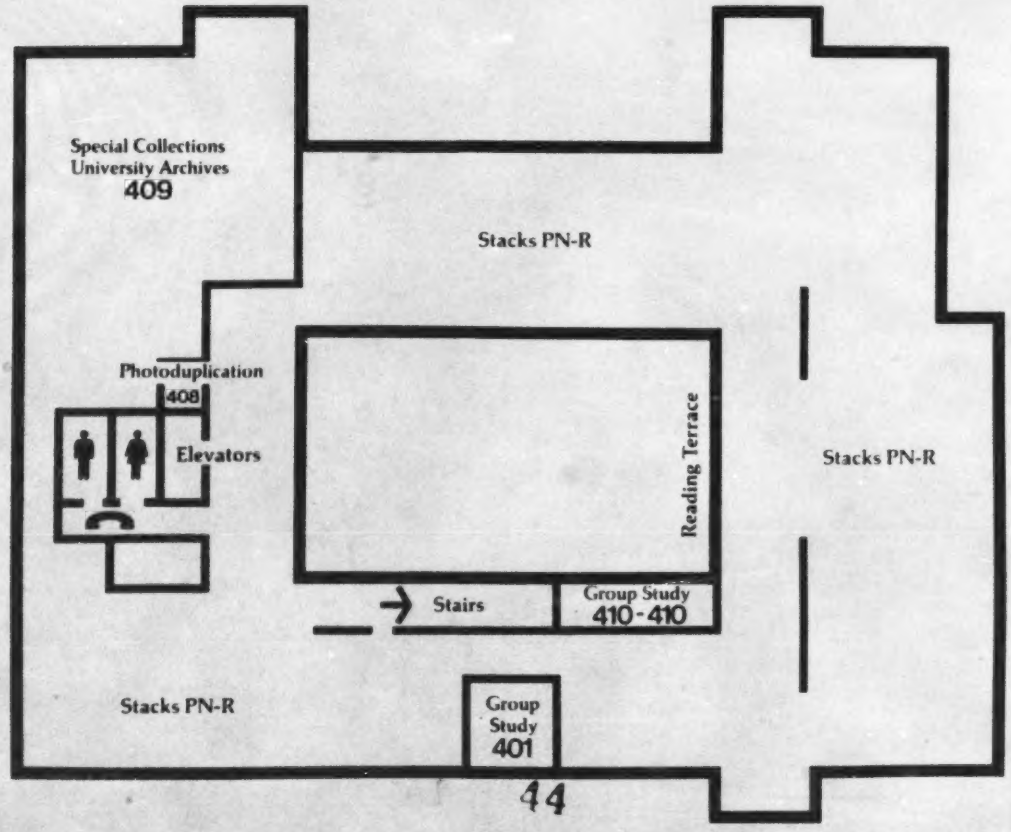
SECOND FLOOR



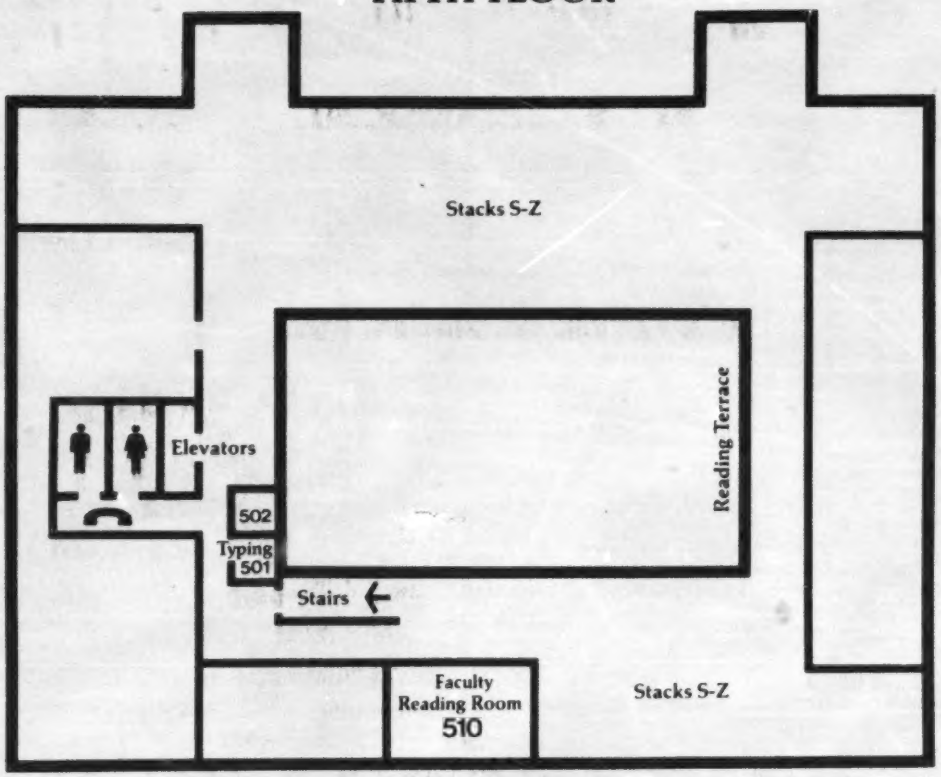
THIRD FLOOR



FOURTH FLOOR



FIFTH FLOOR


Stacks S-Z
Reading Terrace
Elevators
502
Typing
501
Stairs
Faculty
Reading Room
510
Stacks S-Z